R E P O R T R E S U M E S

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OUTLINE FOR OCCUPATIONAL HOME ECONOMICS COURSE IN COMMERCIAL SEWING AND ALTERATIONS.

ALABAMA STATE DEPT. OF EDUC., MONTGOMERY

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DESCRIPTORS- ART EDUCATION, *CURRICULUM GUIDES, GRADE 11, GRADE 12, *SEWING INSTRUCTION, *SEAMSTRESSES, *OCCUPATIONAL HOME ECONOMICS,

THE EXPERIMENTAL OUTLINE IS FOR TEACHER USE IN PLANNING A 2-SEMESTER COURSE TO PREPARE 11TH AND 12TH GRADE STUDENTS FOR ENTRY LEVEL COMMERCIAL CLOTHING JOBS SUCH AS ALTERERS, SEWING MACHINE OPERATORS, AND DRAPERY AND SLIPCOVER SEAMSTRESSES. IT WAS DEVELOPED BY VOCATIONAL HOME ECONOMICS TEACHERS AND STATE SUPERVISORS. STUDENTS LEARN TO PERFORM BASIC CONSTRUCTION PROCESSES USED IN COMMERCIAL SEWING AND ALTERATIONS AND TO SEW BY HAND AND BY MACHINE. SUBJECT MATTER AREAS COVER (1) OCCUPATIONAL NATURE AND SCOPE, (2) POWER SEWING MACHINE OPERATION, (3) ART AND DESIGN RELATED TO COMMERCIAL SEWING AND ALTERATIONS, (4) INFLUENCE OF TEXTILES ON CONSTRUCTION AND ALTERATION, (5) COMMERCIAL SEWING AND ALTERATION SKILLS, (6) DESIGN AND CONSTRUCTION TECHNIQUES FOR MAKING SLIPCOVERS, DRAPERIES, CURTAINS, BEDSPREADS, AND COVERLETS, (7) USE AND CARE OF EQUIPMENT, (8) MANAGEMENT OF WORK, (9) THE APPAREL MANUFACTURING INDUSTRY, AND (10) PERSONAL CONSIDERATIONS OF THE COMMERCIAL SEAMSTRESS. EACH SUBJECT AREA INCLUDES OBJECTIVES AND A CONTENT OUTLINE. BOOKS, CHARTS, FILMSTRIPS, KITS, PAMPHLETS, AND SPECIAL ISSUE MAGAZINES ARE LISTED. (FP)

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in

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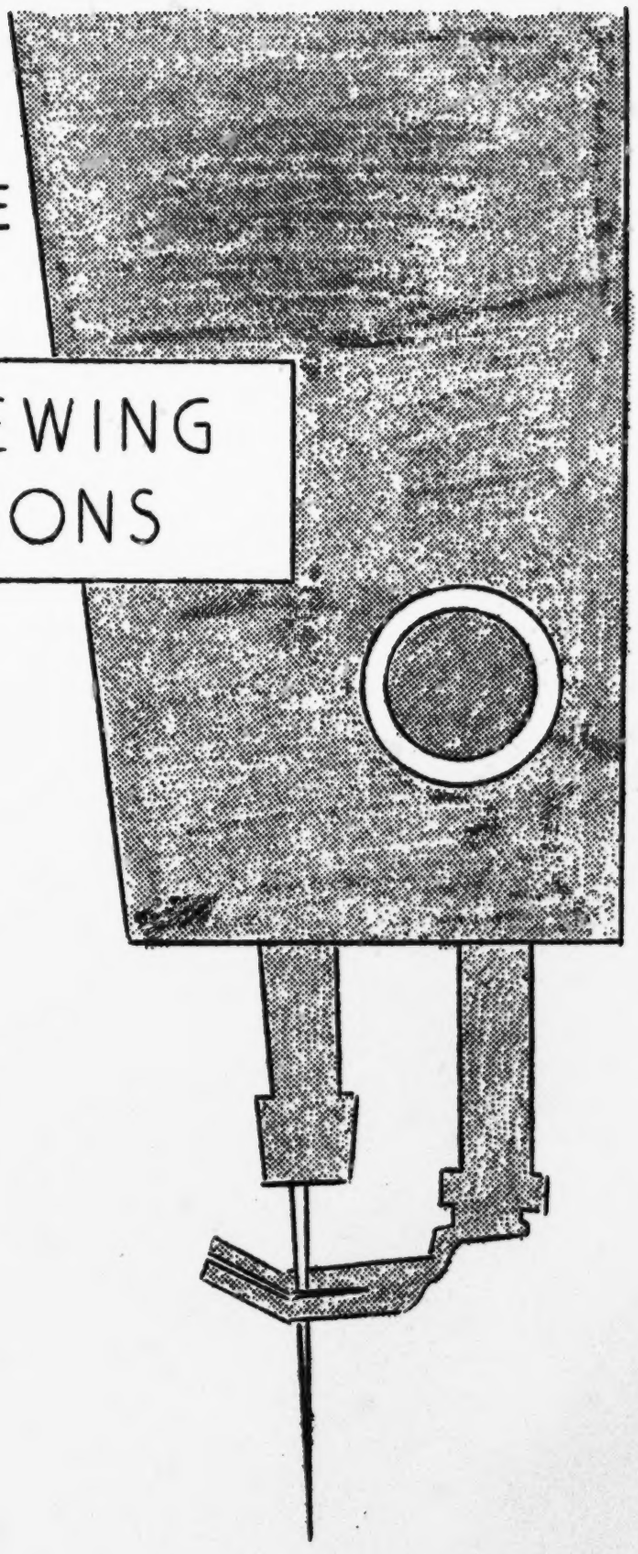

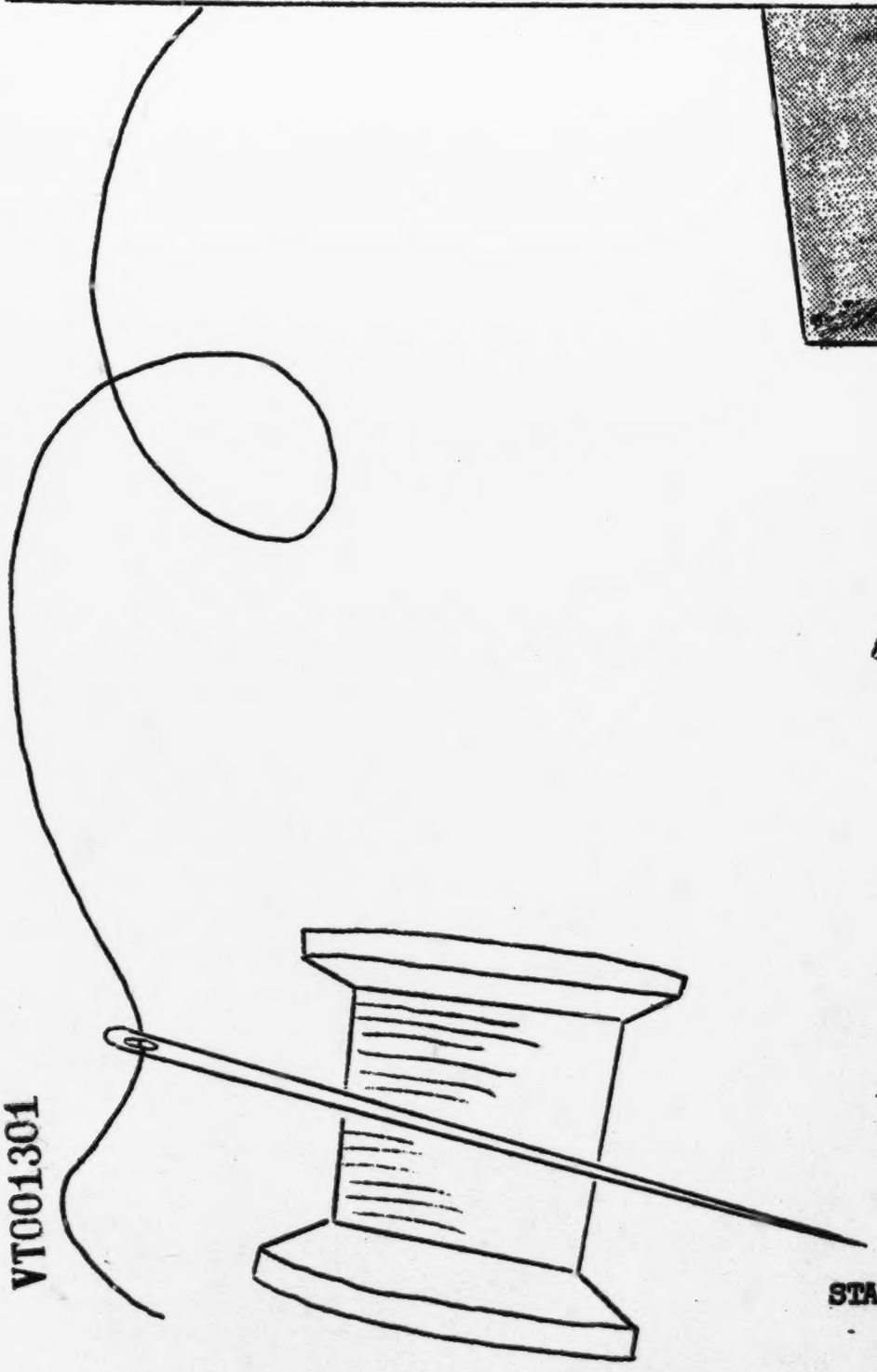

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HOME ECONOMICS SERVICE
VOCATIONAL DIVISION
STATE DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA

OUTLINE FOR

OCCUPATIONAL

HOME ECONOMICS COURSE

IN

COMMERCIAL SEWING

AND ALTERATIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Vocational Home Economics
Vocational Division
State Department of Education
Montgomery, Alabama

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(Address) State Dept. of Education, Montgomery, Alabama

DATE: December 19, 1967

RE: (Author, Title, Publisher, Date) Outline for Occupational Home Economics Course in Commercial Sewing and Alterations

Home Economics Service Vocational Division State Dept. of Education

Montgomery, Alabama

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COURSE PROFILE OF

COMMERCIAL SEWING AND ALTERATIONS

(Two semester course to be offered in Grades 11-12)

ENTRY LEVEL JOBS FOR WHICH COURSE PROVIDES TRAINING

JOB TITLE	JOB RESPONSIBILITIES	PLACES OF EMPLOYMENT
Alterer, D.O.T. No. 785.281	Fits, alters and repairs clothing	Cleaners, dress shops, department stores, and sewing shops
Sewing Machine Operator, D.O.T. No. 787.782	Makes apparel	Garment factories
Drapery, Slip-cover Seamstress, D.O.T. No. 787.782	Makes draperies and slipcovers	Interior design and home furnishings establishments

OPPORTUNITIES FOR ADVANCEMENT

Through experience and/or additional training, persons may advance to jobs of managers, supervisors, designers, examiners, technicians, buyers, estimators, instructors and/or consultants.

COURSE DESCRIPTION

The purpose of this course is to prepare students for employment at the entry level in jobs which require knowledge and skills of commercial sewing and alterations. Through this course opportunities will be provided for students to learn how to perform the basic construction processes used in commercial sewing and alterations including both hand and machine sewing. The course content includes the following concepts:

- Nature and scope of the occupation of commercial seamstress
- Operation of power sewing machines
- Elements of design and principles of art as related to commercial sewing and alterations
- Influence of Textiles on the choice of construction methods and techniques of alteration.
- Skills in Construction Processes used in Commercial Sewing.
- Skills in Basic Alteration Techniques Required of a Commercial Seamtress.
- Knowledge and Skills Involved in Designing and Making Slipcovers, Draperies, Curtains, Bedspreads, and Coverlets.

- Use, Care, and Storage of Equipment Involved in Specific Tasks in Commercial Sewing.
- Knowledge and Basic Skills in Management of Work in Commercial Sewing.
- Knowledge of the Apparel Manufacturing Industry.
- Commercial Seamstress in the World of Work.

CONCEPT: NATURE AND SCOPE OF COMMERCIAL SEAMSTRESS

OBJECTIVES: **To help pupils to:**

I. **Understand the nature of the occupation and the expectations of the job.**

II. **Become informed on the scope of the employment possibilities of the commercial seamstress.**

III. **Become acquainted with the opportunities for advancement.**

OUTLINE OF CONTENT

I. NATURE OF THE OCCUPATION OF COMMERCIAL SEAMSTRESS

A. Expectations of the job

1. Individual work

. Alterer
. Self-employed seamstress

2. Assembly line production in garment plants

. Piece work
. Reaching production
. Quality performance as measured through inspection

3. Assembly line production in making draperies

. Measuring operations (table measurements)
. Cutting operations
. Stitching
. Pressing
. Folding
. Storing
. Installation

B. Opportunities for learning on the job

C. Sewing skills which contribute to job success

. Accurate sewing
. Speed
. Coordination of movements

D. Psychological aspects of the occupation

E. Economic aspects of the occupation

F. Managerial aspects of the occupation

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II. SCOPE OF THE EMPLOYMENT POSSIBILITIES OF THE COMMERCIAL SEAMSTRESS

A. Occupations available to the commercial seamstress

1. Entry level jobs in commercial sewing

a. Sewing machine operator in apparel and home furnishings industries

- Gloves
- Shirts
- Lingerie
- Men's Trousers
- Blouses
- Athletic uniforms
- Pajamas
- Children's clothing
- Collars
- Curtains and draperies
- Slipcovers
- Towels, sheets, and pillow cases
- Rugs and carpeting
- Blankets
- Mattresses

b. Seamstress

- Interior decorating shops
- Department stores
- Tailoring shops
- Self-employment

c. Alterer

- Department stores
- Speciality shops
- Dry cleaning and laundry establishments
- Tailoring shops
- Self-employment

2. Advancement opportunities in commercial sewing

a. Advancement for the sewing machine operators

- Supervisor
- Examiners
- Technicians
- Managers
- Designers
- Instructors
- Consultants

b. Advancement opportunities for the seamstress

- Manager
- Supervisor
- Designer
- Estimator
- Buyer
- Owner of shop

3. Employment opportunities on local level for commercial seamstress

- Number and kinds of establishments in operation
- Types of jobs available
- Future prospects of job opportunities

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CONCEPT: OPERATION OF POWER MACHINES

OBJECTIVES: To help pupils to:

I. Understand the purposes of power machines in commercial sewing and the different kinds in use.

II. Develop some skill in using power machines including safety practices and care.

OUTLINE OF CONTENT

I. ORIENTATION TO POWER MACHINES

A. Purposes of power machines

B. Descriptions and use of the different kinds of power machines

- Lockstitch (Plain Sewer)
- Overseamers
- Blind stitch
- Overlock machine
- Button-sewing machine

C. Safety instructions

D. Identification and functions of the parts of machines

- Foot control
- Knee control
- Pressure foot and bar
- Bobbin
- Bobbin winder
- Needles
- Throat plate
- Feed dog
- Thread guides
- Tension
- Oil pan

E. Care and cleaning of machine

* * * * * * * * * * *

II. OPERATION OF MACHINE

. Putting in needle
. Threading
. Bobbin winding and installation
. Setting tension
. Changing size of stitch
. Starting and stopping
. Using the machine

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CONCEPT: ELEMENTS OF DESIGN AND PRINCIPLES OF ART AS RELATED TO COMMERCIAL SEWING AND ALTERATION (Review previous learnings and include "repeat" learnings and new concepts in relation to the job expectations of the commercial seamstress.)

OBJECTIVES: To help pupils to:

I. Understand the aims and elements of design and the principles of art in relation to commercial sewing.

II. Develop awareness of the relationship of design to construction and alteration.

OUTLINE OF CONTENT

I. AIMS OF DESIGN AS RELATED TO CONSTRUCTION AND ALTERATION

. Utilitarian (form follows function)
. Aesthetic (variety in unity)

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II. ELEMENTS OF DESIGN AS RELATED TO CONSTRUCTION AND ALTERATION

. Line
. Shape (form)
. Texture
. Color

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III. PRINCIPLES OF ART AS RELATED TO CONSTRUCTION AND ALTERATION

. Balance
. Proportion
. Emphasis
. Rhythm

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CONCEPT: INFLUENCE OF TEXTILES ON THE CHOICE OF CONSTRUCTION METHODS AND TECHNIQUES OF ALTERATION

OBJECTIVES: To help pupils to:

I. Recognize the influence of textiles on the choice of construction methods and alteration techniques.

II. Acquire basic knowledge of the nature of textiles as related to methods of construction and alteration techniques.

OUTLINE OF CONTENT

I. INFLUENCE OF TEXTILES ON THE CHOICE OF CONSTRUCTION METHODS AND ALTERATION TECHNIQUES

A. Influence of the type of fabric on the methods of handling the fabric during construction and alteration.

B. Influence of construction methods on the durability and finish of the fabric.

C. Influence of textiles on the choice of::

1. Thread

2. Length and tension of stitch

3. Width of seams and seam finishes

4. Facings and/or bindings

5. Interfacings

6. Hemming methods

7. Pressing techniques

8. Method of ripping

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II. THE NATURE OF TEXTILES AS RELATED TO METHODS OF CONSTRUCTION AND TECHNIQUES OF ALTERATION.

A. Identification of fibers and blends and what can be expected of them.

1. Natural fibers

2. Man-made fibers

3. Blends and combinations

B. Fabric construction and its relationship to methods of sewing and alteration.

1. Woven fabrics
2. Knitted fabrics
3. Interlocked fabrics (Felting and bonding)
4. Braided fabrics
5. Net and lace

C. Effect of shrinkage on choice of construction methods.

D. Fabric finishes (including permanent press) and their relationship to choice of construction methods.

E. Method of handling various fabrics during construction.

1. Knitted fabrics
2. Stretch fabrics
3. Stiff fabrics
4. Lightweight fabrics
5. Crepe
6. Bonded fabrics
7. Plastic fabrics
8. Fabrics with nap
9. Fur fabrics
10. Felt
11. Fabrics with special finishes or treatment.

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CONCEPT: SKILLS IN CONSTRUCTION PROCESSES USED IN COMMERCIAL SEWING

OBJECTIVES: To help pupils to:

I. Develop skills in hand sewing processes used in commercial sewing.

II. Acquire skills in machine sewing processes used in commercial sewing.

III. Become proficient in construction processes used in commercial sewing.

OUTLINE OF CONTENT

I. SKILLS IN HAND SEWING PROCESSES USED IN COMMERCIAL SEWING

A. Processes in hand sewing

1. Preparation for hand sewing

. Clean hands
. Choice of thread in keeping with the fabric and job to be done
. Choice of thimble which fits without a feeling of tightness or looseness
. Selection of a place to work which provides light and a work area large enough to spread out the garment or article
. Assembly of equipment and supplies to be used

2. Choice of stitches in relation to function

. Stitches for either basting or permanent use

- Running stitch
- Back stitch
- Combination stitch
- Overcasting
- Overhanding
- Hemming or whipping
- Running hem or vertical hemming
- Slip stitch
- Buttonhole stitch

. Decorative stitches

- Blanket stitch
- Feather or brier stitch
- Cross stitch
- Chain stitch
. Lazy stitch
. French knot
. Long and short stitch
. Satin stitch
. Henstitch

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II. SKILLS IN MACHINE SEWING PROCESSES USED IN COMMERCIAL SEWING

A. Processes in machine sewing

1. Operation and care of the sewing machine

2. Use of sewing machine attachments

3. Safety practices

4. Directional stitching

5. Understitching

6. Clean finishing

7. Lock stitching

8. Baste stitching

9. Decorative stitches

10. Buttonholes

11. Sewing on buttons

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III. CONSTRUCTION PROCESSES (UTILIZING MACHINE AND/OR HAND SEWING TECHNIQUES) USED IN COMMERCIAL SEWING

A. Seams and seam finishes

B. Darts, tucks, gathers

C. Facing (fitted and bias)

D. Collars

E. Skirt band

F. Joining skirt and bodice

G. Belts

H. Plackets and zippers

I. Buttonholes (worked and bound buttonholes)

J. Interfacings

K. Sewing on buttons

L. Linings

M. Pleats

N. Bindings

O. Setting in sleeves

P. Gussets

Q. Cuffs

R. Pockets

S. Skirt drum and Underlay

T. Trimming details

U. Tailoring techniques

V. Problems with special fabrics

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CONCEPT: SKILLS IN BASIC ALTERATION TECHNIQUES REQUIRED OF A COMMERCIAL SEAMSTRESS

OBJECTIVES: To help pupils to:

I. Recognize garment fit in relation to grain line, figure and fashion.

II. Learn the techniques of fitting in commercial alterations

III. Develop skills in solving fitting problems through alterations

OUTLINE OF CONTENT

I. RECOGNITION OF GARMENT FIT IN RELATION TO GRAIN LINE, FIGURE AND FASHION

A. Key grain line in fitting garments

B. Amount of ease required for movement and comfort

C. Relationships of fashion and fabric to the fit of the garment

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II. TECHNIQUES OF FITTING GARMENTS IN COMMERCIAL ALTERATIONS

A. How to measure for alterations

B. Methods of pinning for alterations

C. Posture in fitting

D. Maintaining grain line perfection in fitting

E. Achieving balance in fitting

F. Achieving ease in fitting

G. Judgment in relation to whether or not alterations are justified to achieve fit.

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III. SOLVING FITTING PROBLEMS THROUGH ALTERATIONS

A. Techniques of ripping (removal of needle and stitching marks)

B. Bodice alterations

1. How to make shoulders more sloping
2. How to make shoulders square
3. How to remove a horizontal ripple at neck base
4. How to eliminate a bulge in the back shoulder area
5. How to change length of under-bust dart
6. How to change length of front underarm dart
7. How to remove fullness over the bust
8. How to remove diagonal ripples in the bodice front

C. How to increase or decrease waist measurement

D. How to lengthen or shorten waist including how to mark the position of waistline seam

E. Skirt alterations

1. How and when to change length and shaping of darts
2. How to increase or decrease hip measurement
3. How to remove a horizontal ripple between waistline and hip line

F. Sleeve alterations

1. How to change positions of elbow dart in fitted sleeve
2. How to make sleeves tighter or looser at elbow or wrist
3. How to change length of shoulder line
4. How to enlarge armhole for heavy arms
5. How to adjust length of sleeve

G. Hem alterations

1. How to mark hems accurately with different types of hem markers
2. Removal of hem creases
3. Pressing the hem
4. Machine hemming

5. Hand hemming

- Tailor's hem
- Hem with seam binding
- Turned and stitched hem
- Machine finished hem
- Faced hem
- Horsehair braid hem
- Invisible hems
- Hems of garments of circular cut on sheer fabrics
- Hems in pleats
- Hems on a coat including making chain tacks to anchor lining to coat
- Hems on knitted garments

H. Making zipper alterations

1. Lapped zippers

2. Centered zippers

3. Hand sewn zippers

4. Invisible zippers

5. Thread loop and hook at top of neckline zipper

I. Altering necklines

1. Reducing a neckline

2. Enlarging a forced collarless neckline

3. Correcting a bulge at the back zipper

4. Enlarging or easing a bound neckline

J. Refitting garments at side seams

1. Taking in and letting out side seams

2. Adjusting Kimono or raglan sleeves

3. Adjustments in sleeves and underarm seams

4. When and how to invade the styling areas

K. Fitting and adjusting crotch seam in pants

L. Adjusting waistbands in skirts

M. Altering men's clothing

1. Cuffing trousers

2. Adjusting waistline

3. Repairing worn pockets

4. Replacing broken zippers

5. Repairing belt loops

6. Turning shirt collars and cuffs

7. Adjusting darts

8. Replacing lining in coats

9. Replacing inside pockets in coats

N. Pressing techniques

O. Trimming and grading seams, clipping and understitching

P. Anchoring facings

Q. Handling special fabrics

1. Knitted fabrics

2. Stretch fabrics

3. Pile fabrics

4. Fur and fur fabrics

5. Permanent press

6. Silks

7. Bonded fabrics

R. Altering children's clothing

1. Lengthening or shortening coats and dresses

2. Lengthening or shortening bodice of a child's dress

3. Lengthening or shortening trousers

4. Lengthening or shortening sleeves

5. Adjusting a garment made for a larger child for a smaller child

6. Tucking a slip which is too long

7. Adjusting sashes on dresses

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CONCEPT: KNOWLEDGE AND SKILLS INVOLVED IN DESIGNING AND MAKING SLIP COVERS, DRAPERIES, CURTAINS, BEDSPREADS AND COVERLETS

OBJECTIVES: To help pupils to:

I. **Develop the ability to design and make slip covers, draperies, curtains, bedspreads and coverlets using commercial sewing methods.**

II. **Understand the processes in making slipcovers.**

III. **Learn the processes involved in making draperies and curtains.**

IV. **Learn the processes involved in making bedspreads and coverlets.**

OUTLINE OF CONTENT

I. **DESIGNING AND MAKING SLIPCOVERS, DRAPERIES, CURTAINS, BEDSPREADS, AND COVERLETS USING COMMERCIAL SEWING METHODS**

A. **Elements of design and principles of art involved in designing and making slipcovers, draperies, curtains, bedspreads and coverlets (Refer to the concept, "Elements of Design and Principles of Art as Related To Commercial Sewing and Alteration").**

B. **Nature of textiles (Refer to concept, "The Influence of Textiles on Methods of Construction and Techniques of Alteration")**

C. **Grain line and how to achieve grain line perfection**

D. **Basic construction processes involving both hand sewing and machine sewing (Refer to the concept, "Construction Processes Used in Commercial Sewing") used in making slip covers, draperies, curtains bedspreads and coverlets**

E. **Skill in taking measurements and achieving fit**

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II. **PROCESSES IN MAKING SLIPCOVERS**

A. **Designing slipcovers for different style chairs for varying purposes and designs.**

B. **Measuring and estimating yardage needed**

C. **Selection of fabrics and trims**

D. **Selection of closures and trims**

E. Placement of design (when a patterned fabric is used)

F. Construction steps

1. Fitting

2. Cutting

3. Assembling

4. Sewing

5. Finishing

6. Pressing

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III. PROCESSES IN MAKING DRAPERIES AND CURTAINS

A. Designing draperies and curtains for different style windows to serve varying purposes and designs in keeping with the mood to be established in the room

B. Measuring and estimating yardage needed

C. Selection of fabric and trim

D. Selection of drapery and curtain hardware

E. Placement of design (when patterned fabric is used)

F. Construction processes

1. Measuring

2. Cutting

3. Assembling

4. Sewing

5. Finishing

6. Pressing

7. Hanging

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IV. PROCESSES IN MAKING BEDSPREADS AND COVERLETS

A. Designing bedspreads and coverlets for different style beds to achieve varying purposes and moods

B. Measuring and estimating yardage needed

C. Selection of fabrics and trims

D. Placement of design (when patterned fabric is used)

E. Construction processes

1. Measuring

2. Fitting

3. Cutting

4. Assembling

5. Sewing

6. Finishing

7. Pressing

* * * * * * * * * * *

CONCEPT: USE, CARE, AND STORAGE OF EQUIPMENT INVOLVED IN SPECIFIC TASKS IN COMMERCIAL SEWING

OBJECTIVES: To help pupils to:

I. Learn to use equipment involved in commercial sewing.

II. Learn to care for and store equipment used in specific tasks in commercial sewing.

OUTLINE OF CONTENT

I. USE OF EQUIPMENT INVOLVED IN COMMERCIAL SEWING

A. Sewing machines and attachments

. Automatic machines
. Standard machines
. Portable machines

B. Irons

. Dry irons
. Dry-steam irons
. Dry-steam-spray irons

C. Pressing equipment

- Pressing ham
- Sleeve roll
- Velvet board
- Seam roll
- Pressing cloths
- Iron rest
- Ironing boards
- Edge and point presser
- Sleeve board
- Pressing mitt
- Pounding block

D. Small sewing equipment

- Cutting shears
- Trimming or thread scissors
- Pinking shears
- Ripping scissors
- Tracing wheels
- Tracing paper
- Tailor's chalk
- Transparent dressmaker's ruler
- Gauges
- Automatic hem gauge
- Needle cushion
- Wrist pin cushion
- Needles
- Tape measure
- Pins
- Thimbles

E. Safety practices in use of equipment

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II. CARE AND STORAGE OF EQUIPMENT INVOLVED IN COMMERCIAL SEWING

A. Care of equipment

1. Relation of equipment care to production, quality of workmanship and frequency of repair or replacement.

2. Following instructions in care of equipment

3. Knowledge of safety code in care of equipment

B. Storage of equipment

1. Designing storage according to items to be stored

2. Location of storage to provide accessibility

3. Providing for flexibility in storing such as: adjustable shelves and removable drawer dividers, etc.

4. Labeling equipment and storage location to permit return of equipment to the right place.

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CONCEPT: KNOWLEDGE AND BASIC SKILLS IN MANAGEMENT OF WORK IN COMMERCIAL SEWING

OBJECTIVES: To help pupils to:

I. Become familiar with management processes in Commercial Sewing.

OUTLINE OF CONTENT

I. MANAGEMENT PROCESSES IN COMMERCIAL SEWING

A. Contribution of management processes (decision-making and organization) to:

1. Accuracy in Commercial Sewing
2. Production
3. Safety in Commercial Sewing
4. Order in Commercial Sewing
5. Conservation of time and energy in Commercial Sewing

B. Management of work in Commercial Sewing

1. Setting goals for work to be accomplished
2. Use of both hands whenever possible
3. Elimination of movements that have no purpose
4. Placement of equipment and supplies near the point of first or most frequent use
5. Placement of supplies and equipment within easy reach
6. Consideration of time for care of equipment included in the time schedule
7. Adjustment of heights of equipment or work surface to fit the physique of the worker
8. Assessment of own work methods and modification in keeping with work simplification

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CONCEPT: KNOWLEDGE OF THE APPAREL MANUFACTURING INDUSTRY

OBJECTIVES: To help pupils to:

I. Gain an understanding of the Apparel Manufacturing Industry

OUTLINE OF CONTENT

I. THE APPAREL MANUFACTURING INDUSTRY

A. History of the apparel manufacturing industry in:

1. United States

2. Alabama

3. Local community and surrounding area

B. Types of apparel plants

. Men's outerwear
. Women's outerwear
. Children's outerwear
. Men's underwear
. Children's underwear
. Lingerie
. Gloves
. Collars

C. Future outlook of the apparel manufacturing industry

1. National level

2. State level

3. Local level

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CONCEPT: COMMERCIAL SEAMSTRESS IN THE WORLD OF WORK

OBJECTIVES: To help pupils to:

I. Recognize and cultivate the personal qualities which contribute to success as a commercial seamstress.

II. Develop an understanding of customer relationships, employer-employee relations, and employee-employee relations in commercial sewing occupations.

III. Understand employment policies relating to the job of the commercial seamstress.

OUTLINE OF CONTENT

I. PERSONAL QUALITIES WHICH CONTRIBUTE TO SUCCESS AS A COMMERCIAL SEAMSTRESS

A. Personal qualities which constitute the "self".

B. Identification of personal qualities which contribute to success as a commercial seamstress.

1. Personal factors affecting decision to work as a commercial seamstress.

2. Personality factors in getting and keeping a job in commercial sewing.

a. Character traits
b. Knowledge and skills in getting along with others
c. Attitude toward work

3. Physical factors in getting and keeping a job in commercial sewing.

a. Health factors
b. Coordination
c. Personal appearances and grooming

4. Ability to perform in keeping with expectations of the job

a. Knowledge and skills required
b. Ability to progress on the job

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II. HUMAN RELATIONS IN THE WORLD OF WORK OF THE COMMERCIAL SEAMSTRESS

A. Ethical practices

1. Observing rules and regulations of the job (time schedule, vacations, lunch hours, etc.)

2. Respect for rank

3. Channels of authority

4. Conduct in relation to established procedures and practices

B. Working as a member of the team

1. Respect for the property and privacy of others

2. Maintenance of friendly but not familiar relationships

3. Putting the company's interest ahead of one's private life during work hours

4. Showing consideration, deference, thoughtfulness, kindness, and loyalty

C. Employer-employee relations

1. Learning to understand and respect the problems, pressures, and responsibilities of the employer.

2. Use of correct titles

3. Following instructions and carrying out the employer's expectations

4. Respect for the employer's time

   . Avoidance of bothering the employer with minor details
   . Organization of questions and problems to be discussed so as to save time

5. Respect for the employer's moods and concern

6. Developing and maintaining loyalty

   . Keeping business information confidential
   . Working for the best interests of the company

D. Employee-customer relationships

1. Exercising the Golden Rule

2. Maintaining the integrity of the company

3. Communications

4. Responsible behavior

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III. PERSONNEL MANAGEMENT AND EMPLOYMENT POLICIES IN COMMERCIAL SEWING

A. Personnel management

1. Selection, training, and supervision of employees

2. Sources of employees

   . Applications
   . Newspaper advertisements
   . Employment agencies

3. Opportunities for advancement

   . Salary increase
   . Promotions and transfer

B. Employment policies

1. Salary schedules

2. Fringe benefits

3. Age limitations

4. Seasonal lay-off

5. Vacations

6. Hours and schedules of work

7. Sick leave

8. Security in employment (job tenure)

9. Clothing requirements

10. Insurance

11. Workman's Compensation

12. Retirement plans

13. Personal conduct and obligations

14. Health and safety of employees

15. Methods of checking in and out

16. Withholding Tax and Social Security Laws affecting the employees

17. Probationary provisions

C. Membership in professional or labor organizations

1. Employee-employee expectations
2. Nature of organizations
3. Benefits received

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SOME SUGGESTED REFERENCES FOR THE OCCUPATIONAL HOME ECONOMICS COURSE IN COMMERCIAL SEWING AND ALTERATIONS

Books

Alabama State Chamber of Commerce, 468 South Perry Street, Montgomery. Industrial Alabama, A Directory of Manufacturers, September 1965 ($5.00)

Beck, Doris May. Custom Tailoring For Homemakers. 237 North, Monroe Street, Peoria, Illinois: Charles A. Bennett Company. 1964

Beitler, Ethel Jane; and Lockhart, Bell C. Design For You. New York, New York: John Wiley and Sons, Inc. 1964

Bishop, Edna Bryte and Arch, Marjorie Stotler. The Bishop Method Of Clothing Construction, Revised Edition. Philadelphia, Pennsylvania: J. B. Lippincott Company. 1966

Craig, Hazel Thompson and Rush, Ola Day. Homes With Character. Boston, Massachusetts: D. C. Heath and Company. 1966

East, Marjorie; Wines, Mary E. Fashion Your Own. 3108 Piedmont Road, N.E., Atlanta, Georgia: Houghton Mifflin Company. $1.95 (Paper Back), $3.45 (Cloth Book).

Faulkner, Ray, Ziegfield and Hill, Gerald. Art Today. 383 Madison Avenue, New York 17, New York: Holt, Rinehart and Winston, Inc. ($6.60.)

Gately, Olive P. Your Future In The Fashion World. New York: Richards Rosen Press, Inc. 1960

Jarnow, Jeannette A. Inside The Fashion Business. New York: John Wiley and Sons, Inc. 1965

Levin, Phyllis Lee. The Wheels Of Fashion. Garden City, New York: Doubleday and Company, Inc. 1965

Lewis, Bowers, Kettunen. Clothing Construction and Wardrobe Planning. Sixty, 5th Avenue, New York 11, New York: The Macmillan Company. 1960

Lewis, Doris S., Burnes, Jean O., Segner, Esther F. Housing and Home Management. New York: The Macmillan Company. 1961

Rathbone, Tarpley, East and Ahern. Fashions and Fabrics. 3108 Piedmont Road, N.E., Atlanta, Georgia: Houghton Mifflin Company. 1962 ($4.32)

Ryan, Mary Shaw. A Study In Human Behavior. New York: Holt, Rinehart and Winston, Inc. 1966 ($3.80)

Step Henson, John W. Practical Upholstering. New York, New York: Hall Publishing Company. ($9.00)

Stepat-DeVan, Dorothy. Introduction To Home Furnishings. New York: Macmillan Company. 1964

Tolman, Ruth. Guide To Beauty, Charm, Poise. 3839 White Plains Road, Bronx, New York 10467: Milady Publishing Corporation. 1962. ($4.25)

Charts

Curtain and Drapery Yardage Charts. New York, New York: Hall Publishing Company.

Chart No. 1 for Plain or Solid Fabrics (3 for $2.00)
Chart No. 2 for Patterned Fabrics (3 for $2.00)
Chart No. 3 for Slipcovers, Bedspreads and Accessories (3 for $2.00)

Filmstrips

Visual Education Consultants, Inc., Madison 1, Wisconsin.

Shopper's Hidden Treasure ($6.95) Fibers Into Yarns ($3.50) Color and Design ($3.50) Fabric Construction ($3.50) Fabric Finish ($3.50)	$16.50
Clothing Care Clues ($6.95) Fiber Care ($3.50) Stain Removal ($3.50)	$11.30
The Grain Of Fabric ($6.95) The Up And Down Of Fabric (6.95)	

Crompton-Richmond Company, Inc., 1071 Avenue of the Americas, New York 18, New York: Pile Fabric Primer. ($3.00)

Educational and Consumer Relations, J. C. Penney Company, Inc., 1301 Avenue of the Americas, New York, New York 10019. Tailoring The Bishop Way ($10.00)

Kits

Kroehler Manufacturing Company, Consumer Education Division, Dept. WN-9, 66 Lake Shore Drive, Chicago, Illinois 60611. Home Furnishings Classroom Kit. $6.00

Educational and Consumer Relations, J. C. Penney Company, Inc., 1301 Avenue of the Americas, New York, New York 10010

How To Furnish A First Home (No. 220) $2.75
Home Furnishings Trends Folder (No. 92) $1.00
Linings and Underlinings (No. 62) 10¢

(Educational materials may be secured on loan and/or without cost from J. C. Penney Stores.)

Conso Products, Inc., 27 West 23rd Street, New York, New York 10010: Conso Home Economist Kit. Free

Factory Forms Service, P. O. Box 1354, Columbia, South Carolina 29202. Sewing Exercises.

Cloth Exercises - #1, 2, 4, 5, 6 @ .06 each
Pre-threading Paper Exercises - #1, 2, 4, 5, 6 @ .03 each

Pamphlets

Factory Forms Service, P. O. Box 527, Columbia, South Carolina 29202

The Operator's Handbook (45¢ each)
Choosing Your Career (10¢ each)

Special Issue Magazines

Home Furnishings Ideas (Published Annually)

Penney's Home Fashions and Fabrics (Current Volumes)